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August 5, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter will update the County Classification Plan by adding new classifications, by changing the title and salary of a classification, by reclassifying positions in various County departments to classifications which better describe the nature and scope of work performed and/or the organizational structure, by amending a bonus provision, and by making minor technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) classifications, to change the title and salary for one (1) non-represented classification, to change an item number for one (1) represented classification, to reclassify 15 ordinated positions to implement the results of various classification studies, to amend a night service bonus provision applicable to Veteran Intern positions, and to make minor technical corrections.

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

Night Service Bonus – Veteran Intern

We are recommending that the Night Service Bonus provision (County Code Section 6.10.020) be expanded to include the Veteran Intern classes. Under this proposed amendment, Veteran Intern positions assigned to work at least five-eighths of their regular shift during either the evening shift (4 pm to 11 pm) or the night shift (9 pm to 8 am) would be entitled to receive a \$0.20 per hour bonus. As you may recall, six (6) occupation-specific Veteran Intern classes were established in 2007 pursuant to your Board's instruction. These classifications are temporary positions designated for military veterans to facilitate their acquisition of required on-the-job experience required for appointment to permanent County positions.

Administrative Internship Program – Classification Changes

The Department of Human Resources' (DHR) Administrative Intern Program is a two-year paid internship designed for individuals who are interested in pursuing an administrative career in County government. Currently, there is no distinction made between Administrative Interns in their first or second year of the program. To facilitate recruitment and retention efforts, we recommend establishing separate classifications for first and second year interns (Attachment A). To this end, the title of the Administrative Intern classification will be changed to Administrative Intern I, and will be restricted in its use to the first year interns. Likewise, the Administrative Intern II will be established as a new class for the second year interns. The recommended salary change for the Administrative Intern I will better align with those of comparable classifications and positions found within the public and private sectors. The Administrative Intern II salary recognizes the experience gained by those who have completed their first year of the program.

In addition, we are establishing the Administrative Analyst, a countywide classification that will serve as a career bridge for the Administrative Intern IIs who complete the program (Attachment A). Its primary purpose will be to provide a classification to which the Administrative Intern II can promote to which can ultimately be utilized for placement in either a line or central County department.

New Classes

The classification of Child Life Specialist is being established for the Department of Health Services. Child Life Specialists work with pediatric patients and their families, or children of patients facing a broad range of challenging experiences related to healthcare and hospitalization (e.g., preparation for a medical procedure, illness, death). They promote effective coping skills through play, education, and self-expression activities. The role of Child Life Specialist has existed for a number of years with the duties performed mainly by incumbents in the class of Recreation Therapist II. Child Life Specialists are not required to be certified to practice as a Recreation Therapist. Therefore, we recommend the creation of this specific child-life-focused class.

Reclassifications

Based upon individual position studies, we recommend that 15 ordained positions in three (3) departments be reclassified (Attachment B). The assigned duties and responsibilities, and/or utilization of these positions has changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Item Number Change

We are changing the item number for the Assistant Environmental Engineering Specialist classification to facilitate the creation of the Environmental Engineering Specialist Group and group number within the County Classification Plan (Attachment A). As you may recall, your Board approved the establishment of five (5) levels of Environmental Engineering Specialist classifications for the Department of Public Works per our April 15, 2008 Board letter.

Technical Corrections

We are amending the Animal Care and Control staffing provision to correct a position posting error from our budget and reclassification ordinances which were approved by your Board on July 1, 2008. As part of that same budget ordinance, we inadvertently included an outdated salary level for the newly created classes of Animal Care Attendant I and II. This ordinance will correct that error.

FISCAL IMPACT/FINANCING

For the 19 budgeted positions that will be impacted by either a salary change or upward reclassification (the remaining six positions are either ordained only or lateral reclassifications), the projected budgeted cost is estimated to total \$187,500 (all funds). Net County cost is estimated to be \$89,275. Cost increases associated with the upward reclassification actions and salary changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

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Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	0902	Administrative Analyst	89C
Savings/ Megaflex	0901	Administrative Intern II	85C
Horizons/ Options	5879	Child Life Specialist	NM 85F

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE AND SALARY CHANGE

Item No.	Current Title	Current Salary Schedule & Level	Recommended New Title	Recommended Salary Schedule & Level
0895	Administrative Intern	N 2M 74H	Administrative Intern I	N 3 77C

REPRESENTED CLASSIFICATION RECOMMENDED FOR ITEM NUMBER CHANGE

Current Item No.	Recommended Item No.	Title
4204	4205	Assistant Environmental Engineering Specialist

SALARY CORRECTIONS FOR CLASSES PENDING ACCRETION

Item No.	Current Title	Current Salary Schedule & Level	Corrected Salary Schedule & Level
2989	Animal Care Attendant I	07/01/2008 NN 65B 07/01/2008 NM 65B 01/01/2009 NM 66C	07/01/2008 NM 65B 01/01/2009 NM 66C
2991	Animal Care Attendant II	07/01/2008 NN 67B 07/01/2008 NM 67B 01/01/2009 NM 68C	07/01/2008 NM 67B 01/01/2009 NM 68C

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

CHIEF EXECUTIVE OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Electronics Audio Technician F \$5,620.71 Represented	Senior Network Systems Administrator NM 96E Represented
2	Electronics Audio Technician F \$5,620.71 Represented	Network Systems Administrator II NM 92E Represented

The subject positions report to a Senior Manager, CEO and are assigned to the Office of Cable and Communications. Specific duties performed include systems analysis, design, procurement, installation, configuration, repair, and maintenance of multimedia systems. These positions are solely responsible for maintaining these systems which utilize a combination of computers, servers, and complex media and video equipment for voice and data transmission of the Board meetings and other programs on the County Channel.

Since one of the three positions serves as the lead, it meets the basic allocation criteria for the Senior Network Systems Administrator to provide technical guidance to other information technology professional staff. Therefore, we recommend upward reclassification of this position to Senior Network Systems Administrator.

The remaining two positions meet the classification standards of the Network Systems Administrator II, a classification which supports network and server operating systems with an emphasis on network administration and configuration. Therefore, we recommend that these positions be reclassified upward to Network Systems Administrator II.

DEPARTMENT OF HUMAN RESOURCES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
10	Administrative Intern N 2M 74H Non-Represented	Administrative Intern II (new class) 85C Non-Represented

As stated earlier, the subject positions are allocated to the DHR Administrative Intern Program. Currently, there are 20 ordained Administrative Intern positions with no distinction made between the first and second year incumbents. Ten (10) of these positions will undergo a title and salary change to Administrative Intern I, a classification which will now be designated for first year interns. The remaining 10 positions noted above will be upward reclassified to Administrative Intern II, a new classification designated for the second year interns. The recommended classification changes will provide both a first and second year specific classification for the Administrative Interns, as well as a career bridge upon completion of the two-year program.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief, Administrative Services, Library N23 S13 Non-Represented	Administrative Deputy II (UC) N23 R13 Non-Represented
1	Chief, Technical Services, Library N23 S13 Non-Represented	Departmental Chief Information Officer I (UC) N23 R13 Non-Represented

The Chief, Administrative Services, Library position reports directly to the Chief Deputy, and assists with directing the Finance and Planning Division. Specifically, it oversees facilities services, fiscal services, human resources, staff services, and capital projects.

Based upon the reporting relationship to the Chief Deputy, the scope of work assigned, and organization size, we recommend lateral reclassification to the Administrative Deputy II (UC). By definition, this unclassified position directs the planning, implementation, and evaluation of administrative operations and services for a medium-sized County department. In addition, since the Chief, Administrative Services is a one-position Library-specific classification, it will be deleted from the County Classification Plan once vacated in accordance with our continued efforts to remove obsolete and/or duplicative classifications.

The Chief, Technical Services, Library position reports to the County Librarian, and oversees the Information Systems Bureau. This responsibility includes the maintenance of databases associated with electronic cataloging of current holdings and documents associated with purchase orders (e.g., contracts, invoices). In addition, the subject position is responsible for implementing the Integrated Library System. This new system will support several essential functions such as catalog and online reference services, customer requests for library materials, check-in/out of library materials, acquisition of library materials, and customer notifications.

The scope of the Information Technology services provided are consistent with the class concept and allocation standards for Departmental Chief Information Officer I (UC) which oversees the planning, design, coordination, development, implementation, and maintenance of departmental or countywide automated information systems. Therefore, we are recommending lateral reclassification of the subject position to Departmental Chief Information Officer I (UC). Additionally, since it is a single-position department-specific classification, the Chief, Technical Services, Library will be deleted once vacated.